

INSTITUTE FOR PLASMA RESEARCH
Near Indira Bridge, Bhat Village, Dist. Gandhinagar - 382 428

ADVT. NO. 04/2016

The Institute for Plasma Research (IPR) is a premier scientific institute under the Department of Atomic Energy, Govt. of India devoted to research and development activities in the areas of basic Plasma Physics, Magnetic Confinement Fusion and Industrial Applications of Plasmas. IPR is located in Bhat Village and also has extensions of its Laboratories at GIDC, Sector – 25, Gandhinagar and has a Center at Guwahati.

Applications are invited from highly motivated and result oriented candidates for the posts of :

Sr. No. 1 – ASSISTANT STORES OFFICER

No. of Post – 1

QUALIFICATION & EXPERIENCE: Graduate with 7 years' experience of which at least 3 years' experience in a Grade Equivalent to the next Lower Grade. Acquaintance with Government rules & regulations & familiarity with computers is essential. Preference will be given to a candidate who has knowledge of Central government rules and procedure relating to Purchase and Stores. Degree in Materials Management will be added advantage.

JOB DESCRIPTION : The incumbent will be responsible for overall supervision of Stores Section i.e. inventory control, receipt of material against purchase orders, clearing of consignments from transporter's godown, conducting periodical physical verification of stock items and equipment, maintaining of stores ledgers and get it reconciled with accounts, will arrange to process the indents of repairing and AMC, will look after smooth functioning of material movement etc.

GENERAL INFORMATION

Only Indian Nationals need apply. The persons with disabilities can also be selected on their own merit against the unreserved quota.

The number of vacancy indicated above is provisional and may be changed depending on the actual requirement of the Institute.

PAY SCALE : Pay Band 2 (PB-2) Rs.9,300-34,800 with Grade Pay of Rs.4600/- (Gross Pay Rs.42679/- p.m.)

AGE LIMIT : 40 years. Age relaxation is admissible to SC / ST / OBC / PH / Ex-servicemen, etc. as per Government of India orders on the subject.

In addition to pay and allowances, Medical Scheme facility under its Contributory Health Service Scheme, Free Transport and subsidized Canteen facilities are admissible for the above post. Perquisites like New Pension Scheme, LTC, Group Linked Insurance Scheme, Educational Allowances for school going children and subsidized Canteen facilities are admissible as per Institute's rules.

Experience should have been obtained after possessing the essential educational qualifications. **The eligibility criteria with regard to age, qualification, etc. shall be determined as on 07/04/2016.**

Sleeper Class / Second Class to and fro Rail / State Transport bus fare by direct and shortest route will be reimbursed to out-station candidates called for interview on production of ticket or proof of journey such as Railway / Bus ticket or ticket no.

HOW TO APPLY : Interested candidates are requested to **apply online by 07/04/2016 till 5:00 p.m.** and send us the hard-copy of the application duly signed on A4 size paper along with the Registration number obtained while filling online application from our web page at http://www.ipr.res.in/documents/jobs_career.html alongwith copies of testimonials in support of Age, Qualification, Caste, Disability certificate and Work Experience (if any), etc. should reach **The Acting Chief Administrative Officer**, Institute for Plasma Research at the above address **on or before 14/04/2016. The envelope should be strictly superscribed with the Address slip generated through online application with Bar code.**

Candidates employed in Govt. / Quasi Govt. / Public Sector Undertakings should forward their applications through proper channel or bring NOC if called for interview. The Institute reserves the right to reject any

application without assigning any reason. **Applications not in the above format are liable to be summarily rejected.** No interim correspondence will be entertained.

Fulfilling minimum qualification & filing online applications does not entail a call for interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of all criteria like age, educational qualifications, experience, etc. shall be called for interview. In case the number of short listed candidates is large, a written test may be conducted to further prune the list of candidates before the interview. The authorities reserve all rights, not to call an applicant for interview, without assigning any reason. In case of any issue in filing online application, kindly contact – recruitment@ipr.res.in

Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.